

28 Nov 01

CEHR-E (690-500)

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands, Field Operating Activities, and HQUSACE Staff Principals

SUBJECT: Civilian Personnel Operations Centers (CPOCs) Advisory Classifications

1. Reference memorandum, CEHR-E, subject: Civilian Personnel Operations Centers (CPOCs) Advisory Classifications, 15 November 1999.
2. Referenced memorandum provided that decisions to override CPOC classification advisories had to be made one command echelon higher than the position in question. That requirement is rescinded. MSC commanders and the Director, Engineer Research and Development Center may override CPOC classification advisories. This authority may be redelegated to SES members who have been delegated classification authority and to district commanders. In order to evaluate trends and command-wide consistency, a copy of the job description, CPOC advisory, and rationale for each override will be provided to this headquarters, ATTN: CEHR-E. Recommendations to override CPOC advisories at HQUSACE and in separate reporting activities will be forwarded to the Deputy Commanding General for decision.
3. The delegation of classification authority to commanders and managers, coupled with the regionalization of human resource management within the Department of the Army, has brought very significant changes to the way in which positions are classified. At many locations, only a few human resource professionals are left on-site at USACE Civilian Personnel Advisory Centers and at the MSC staffs to provide advice and assistance to commanders and managers in carrying out their responsibilities in this extremely important area. Office of Personnel Management position classification standards, along with Department of Defense, Army, and USACE evaluation guidance provide the primary tools to classify positions. Commanders are responsible for ensuring that positions are classified in accordance with these standards and guides. Classification advisories must be seriously considered and override authority exercised only when there is compelling rationale based on sound classification principles and governing standards. Rationale supporting the override must be documented.
4. One result commonly experienced with increased delegation of classification authority is greater inconsistency. This can lead to employee morale problems and other management issues. Before classifying positions that are common across organizational boundaries, the issues of

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equity, fairness, and consistency must be considered. Differences in grade levels must be based on real differences in assigned duties and responsibilities. Communication with peers is important for assuring consistent classification of like positions in other organizations.

FOR THE COMMANDER:

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HANS A. VAN WINKLE

Major General, USA

Deputy Commander